

## Q&A for DDA Supported Employment

DDA recognizes that each person's circumstances are unique. If a person, their family or their service provider have any questions about a specific situation not described in these general scenarios presented, we urge you to bring your questions regarding the specific circumstances to our attention. DDA is committed to assist in identifying the best funding scenario so all people supported can achieve their employment outcomes.

**Q: Can a service provider bill for Supported Employment if someone works less than 4 hours a day in the community?**

A: Yes, there are many different services and activities that can make up the 4 hours, paid work is only one of those activities. A day of Supported Employment can be billed when a minimum of 4 hours of services/activities occur. That does not mean a person has to work 4 hours a day. The list of services/activities should be individualized and listed in the person's annual IP. The list can include any combination of the below listed supports/activities:

- Job Coaching;
  - Individualized Employment Counseling;
  - Training related to networking with coworkers;
  - Assistive Technology and Accommodations Assessment and Training;
  - Benefits Awareness, Planning, Counseling, and Management;
  - Exploration of Individualized Integrated Employment;
  - Training related to acclimating in the workplace, communicating needs, and accessing workforce development or higher education opportunities;
  - Mobility and Travel Training;
  - Transportation;
  - Working
- For a more complete definition of services and activities please refer to the DDA Waiver <http://dda.dhmd.maryland.gov/SitePages/WRenewal/MD0023R0600.pdf>

**Q: If someone works for 3 days a week and participates in the community (not related to employment) such as taking swimming classes or going to museums two days a week can the service provider bill for Supported Employment for the 3 days of work and Day Habilitation or Community Learning Services for the other two days?**

A: Yes, you can have a Service Funding Plan (SFP) for two day services. Providers can bill for Supported Employment on the days the person works or is receiving other supported employment services (listed above). Going to the museum or the swimming pool are considered non work related activities and the provider can bill Day Habilitation or Community Learning Services for those activities.

**Q: If someone volunteers at the local Red Cross putting folders together and they are learning clerical skills, can the service provider bill for Supported Employment?**

A: No, in September 2011, CMS changed the rules for what can be funded under Supported Employment. Ongoing volunteer activities can no longer be considered part of the 4 hours a day of service/activities

required for Supported Employment. However, the service provider can bill for either Day Habilitation or Community Learning Services for this activity.

**Q: If someone works three hours a day, travels a half an hour each way to their job, and meets after work with their Employment Specialist to find a new job can the agency access DORS funding to pay for the job development service?**

A: Yes, If there are 4 hours a day of DDA Supported Employment activities/services (work and transportation) the provider can bill DDA for a day of Supported Employment. A provider can also utilize job development funding through DORS for hours above and beyond the DDA service. A provider cannot bill DDA and DORS for the same hour or the same type of service. But in this case, since job development is not considered the same service as job coaching or transportation, a provider may bill for both services on the same day.

**Q: If someone only has the stamina to work at their community job 2 hours a day, can the provider bill DDA for Supported Employment?**

A: Yes, if there are two other hours of supported employment activities/services listed in the person's IP that occur for a minimum of two additional hours, such as working on communication to improve job outcomes, fitness to increase stamina, transportation and travel training.

**Q: If someone loses their job and needs to start the discovery and employment exploration all over again, can we continue to bill for Supported Employment ?**

A: Yes, if the person continues to participate in or receive services listed under Supported Employment for a minimum of 4 hours a day. However, the provider should consider using DORS money for the Job Development and use the DDA Supported Employment time to learn a new skill, do further career exploration or other career building activities.

**Q: If a person receives job coach supports at a job for 2 hours a day, then goes to the Day Program or participates in community activities for 4 hours, can a provider bill DDA for the 4 hours a day of Community Learning Services or Day Hab and bill DORS for the two hours for job coaching?**

A: Yes, if the two services do not happen at the same time and are not the same service, you can bill DDA and DORS on the same day.

**Q: Is DDA going to change the 4 hours a day requirement for Supported Employment Services?**

A: DDA is planning to make changes to the current waiver, funding paradigms, and state regulations. DDA will be working with experts in the field of Competitive Integrated Employment and community stakeholders when reconsidering how to administer Supported Employment Services. Feedback from the fall 2014 listening sessions is also being considered in review of current policies and practices.

For questions about a specific circumstance, please feel free to contact Danielle Lyons at [danielle.lyons@maryland.gov](mailto:danielle.lyons@maryland.gov) or call at 410.767.5631.